



District of Columbia
Office of Planning
Historic Preservation Office
801 North Capitol Street, NE
Suite 3000
Washington, DC 20002

HISTORIC PRESERVATION FUND

ARCHAEOLOGY

GRANT APPLICATION PACKET For Federal Fiscal Year 2004

**A PROGRAM OF THE U.S. DEPARTMENT OF THE INTERIOR, NATIONAL PARK SERVICE
ADMINISTERED BY THE DISTRICT OF COLUMBIA, HISTORIC PRESERVATION OFFICE**

**FY 2004 HISTORIC PRESERVATION FUND
ARCHITECTURAL & HISTORICAL GRANT APPLICATION**

INTRODUCTION

The District of Columbia's Historic Preservation Office (HPO), part of the D.C. Office of Planning, is the agency responsible for the administration of the National Historic Preservation Act of 1966. This Act authorizes the Secretary of the Interior, through the National Park Service, to provide money from the Historic Preservation Fund (HPF) to the District for the purpose of carrying out historic preservation activities. In the District of Columbia, a portion of these funds are usually allocated as matching subgrants to entities who agree to undertake specific projects that will assist the District in meeting its preservation goals and objectives. Applicants are encouraged to review the District of Columbia Historic Preservation Plan before applying for subgrant funds. Copies of the Plan are available from the HPO. The availability of subgrant funds is always dependent on the District's receipt of Federal HPF funds and the priorities of the HPO during the Fiscal Year.

The information on the following pages describes the subgrant program more fully and explains the process for requesting funds. **The HPO will accept applications for 2004 HPF subgrants until 3:00 p.m. Friday, October 17, 2003.** A review committee, formed by the Historic Preservation Office, will select for funding those projects that best meet the District and Federal guidelines and priorities for the HPF matching grants program. However, no work can begin until a formal agreement has been developed and signed by all necessary parties. Additionally, no subgrant funding is guaranteed until the agreement between the District and applicant is complete. Projects applied for must be complete by August 31, 2005 without exception.

PART I: GENERAL GUIDELINES

A. Types of Projects

Federal regulations specify that only certain types of preservation projects are eligible for funding under the HPF grant program, including Architectural and Historical projects, Archaeological projects, and Acquisition and Development projects. However, the HPO has determined that Acquisition and Development projects will not be funded through this grant program in fiscal year 2004.

This application packet is designed specifically for archaeological projects, which include the following:

1. Surveys and/or testing of archaeological resources in defined geographical areas or historic contexts/study units.
2. Other survey and/or testing projects that relate to the identification, evaluation, and protection of archaeological resources that are eligible for listing in the National Register.
3. Preparation of National Register nominations for archaeological sites or districts that the HPO agrees are potentially eligible for listing in the National Register.
4. Public information programs (including publications, workshops, training sessions, etc.) that directly relate to or help explain Federal or District archaeological preservation programs.
5. Planning projects that are specifically designed to assist the District in refining/defining its comprehensive historic preservation plan (*District of Columbia Historic Preservation Plan, 2000*) by developing historic contexts or study units. *Applicants should contact the District Archaeologist, located within the Historic Preservation Office, for more information before applying for funds for a project of this nature.*

If you have a project that does not fit into one of the above categories but think may be eligible for HPF subgrant funding, please contact the HPO.

B. Eligibility Requirements

1. **Applicant Eligibility:** Eligible applicants include (a) private, non-profit organizations with 501(c)(3) tax exempt status (including local historical societies and preservation organizations), (b) educational institutions (including public and private schools, colleges, and universities), (c) local governmental units (including city and county agencies and commissions funded by a consortium of local governments), and (d) individuals. However, individuals may only receive HPF funds as a contractor working directly for the Historic Preservation Office. Private, for-profit entities are not eligible to receive grant funds because Federal

regulations prohibit grant recipients from making a financial profit as a direct result of the grant-assisted project. Federal regulations do not allow grant funds to be awarded to active religious organizations, or to be used to fund construction or acquisition activities on buildings that are used primarily for religious functions. Note also that District and Federal auditing and income tax regulations prevent the HPO from making a subgrant award to an organization that is not incorporated, or that does not otherwise exist as a legal entity.

2. **Project Eligibility:** All proposed work must conform to the applicable “Secretary of the Interior’s Standards” and the “Guidelines for Archaeological Investigations in the District of Columbia.” Work that does not conform to these Standards is not eligible for reimbursement under this program. All archaeological survey and investigation work must be performed in accordance with all District and federal guidelines, standards and laws. Copies of the various *Secretary of the Interior’s Standards* can be found on the National Park Service, Cultural Resources Division website at <http://www.cr.nps.gov/linklaws.htm>. Copies of the “Guidelines for Archaeological Investigations in the District of Columbia” are available by contacting the HPO.

C. Project Personnel

A Project Coordinator must be designated for any subgrant-assisted project. In addition, the majority of projects require a Principal Investigator.

The **Project Coordinator** is the person authorized to represent the subgrant recipient/project sponsor in the administration of the project. The Project Coordinator is responsible for ensuring the progress and timely completion of all work on the project, and also for submitting progress reports and reimbursement requests to the HPO. He or she is also the contact for all correspondence relating to the project. The Project Coordinator must demonstrate capability and reliability for project oversight, however, there are no specific academic or professional requirements for this position.

The **Principal Investigator** is the person who conducts or supervises the professional aspects of the subgrant project. It is the Principal Investigator that is held responsible for the quality of the final product, and who would be expected to perform any remedial work required by the HPO. Note that the HPO is prevented by Federal regulations from paying for work that does not meet professional standards. The Principal Investigator must meet the requirements listed in 36 CFR 61 for the appropriate discipline, and must be able to demonstrate previous experience in a similar project. (See Appendix A --36 CFR 61 Professional Qualifications.) In some instances it is not necessary to designate a Principal Investigator at the time of application. If the services of the Principal Investigator are included in the project budget, but the individual is not an agent or employee of the sponsoring organization, his/her services must be procured according to Federal and District requirements. In this case, indicate the Principal Investigator is: "To Be Selected."

It is possible for one person to serve as both Project Coordinator and Principal Investigator, assuming that he or she has the necessary qualifications, experience, and ability. In certain instances, the proposed project may not include professional activities, thus obviating the need for a Principal Investigator (for example, some public information projects fall into this category). Grant applicants should contact the HPO if they have any questions regarding these two positions.

D. Funding Levels

Except in special circumstances, funds distributed through the HPF grants program are awarded in the form of matching grants. Subgrant recipients or sponsoring organizations are expected to supply a certain percentage of the total project costs. Proposed projects are eligible for subgrant funding in the amount of 60% of the total project costs; the remaining 40% of the total project costs must be funded through non-federal funds or in-kind services. At least 50% of the matching funds must be in the form of a cash-match. Exemptions from the matching funds requirement must be approved by the HPO prior to submitting the application.

It is the general policy of the HPO, when funding projects, to provide the maximum amount of financial support possible. Note, however, that under some circumstances, a subgrant providing a lesser amount of funding might be offered, with a request for a corresponding reduction in the proposed scope of work. It would then be up to the applicant, after consultation with the HPO, to decide whether or not to modify the proposed scope of work, accept the subgrant award and proceed with the project.

The HPO and subgrant review committee reserve the right to reject subgrant applications that are incomplete, do not include an adequate project description, or that include project budgets not commensurate with the product(s) to be created or the amount of work to be done.

E. Matching Share

Subgrant funding is available in the amount of 60% of the total project costs; the remaining 40% of the total project costs must be funded through matching share. Matching share can be provided by the grant applicant committing its own funds or services to the project, by arranging for donations from interested third parties, or by a combination of these two methods. The matching share can be in the form of cash, donated in-kind services and goods, volunteer time, or any combination of these three categories. However, at least 50% of the matching funds must be in the form of a cash-match.

Generally, it is illegal to use other Federal funds as matching share for HPF grants/subgrant. However, statutory provisions specifically allow federal funds available through the Community Development Block Grant (CDBG) Program to be applied as matching share for HPF subgrants.

For more information on the various types of Matching Share, refer to Part II, Section F of this document.

F. Procurement

When HPF subgrant monies are used to procure supplies, equipment, or personal services, the purchases must be made in compliance with District and Federal standards. Any procurement that takes place prior to the official start date of the subgrant is void and not reimbursable under this program. Any procurement that does not comply with District and Federal standards is also void and not reimbursable. Procurement requirements will be covered in detail during the initial meeting between the subgrant recipient and the HPO.

G. Submitting Reimbursement Requests

For the most part, Historic Preservation Fund subgrant funds are paid out to the subgrantee as reimbursements. This means that the subgrant recipient receives money from the District after providing the HPO with appropriate documentation showing that project costs have been incurred and that payments have been made.

Arrangements for advance payments, if necessary, must be made at the time of application. Requests for advances are considered on a cases-by-case basis and only if extenuating or prevailing circumstances justify a need. Up to 20% of the approved federal share may be granted for project "start-up" costs. Where such advances are authorized by the HPO, the grantee must submit a full expenditure report for the funds advanced complete with expenditure documentation no later than 30 days after receipt of the advance.

The HPO will normally reimburse subgrant recipients up to 85% of the total award funds throughout the course of the project as long as quarterly progress reports are filed on time and proper reimbursement requests are submitted. However, 15% of the total grant amount will be retained until the final product has been reviewed and approved by the appropriate HPO staff. Specific instructions on filing reimbursement requests are contained in the *Grants Manual*, which will be supplied to subgrant recipients.

No subgrant project may result in a net financial profit for any party. Any funds generated in the course of a subgrant project will be considered as "program income," and must be applied toward the total project costs. This reduction of the total project costs will result in a corresponding reduction of the subgrant award. Applicants who believe they may generate program income as a result of the proposed project should consult with the HPO for advice before completing this application.

H. The Application Process

In order to apply for a Historic Preservation Fund (HPF) subgrant, carefully complete this application in accordance with the instructions set forth in Part II of this document. **Applications must be in the HPO offices no later than 3:00 p.m. Friday, October 17, 2003.** Please note that any applications received after this deadline will not be considered for funding, and will be returned to the applicants.

PART II: INSTRUCTIONS FOR APPLYING FOR FUNDS

All of the various District and Federal forms needed to apply for subgrant funds are attached. Applicants must supply five copies (one original and four photocopies) of the complete proposal. Specific instructions for each of these items are contained in items A through I below. Assemble five application packets (one with all of the original documents and four with all photocopies), in the order shown below. Whenever possible, please use the forms provided or photocopies of the original forms. Completed subgrant applications must include all of the following:

1. Proposal Cover Sheet
2. Grant Application Checklist
3. Project Description and Timetable
4. Project Budget and Budget Justification
5. Matching Share and Letters of Commitment
6. Signed Federal Forms
 - A. Assurances - Non-Construction Programs
 - B. Signed Certification Regarding Debarment
 - C. Assurances of Compliance of Title VI, Civil Rights Act of 1964
7. Letters of Support
8. Resume(s)

A. Proposal Cover Sheet

A Proposal Cover Sheet should be filled-out and signed by an authorized party. Specific instructions for completing this form are given below.

1. The Project Title should reflect the kind of project that the applicant has proposed (for example, the "Huntington Downtown National Register Historic District Nomination"). Allowable project types can be found in Part I, Section A
2. The Project Sponsor is the **legal entity** applying for the subgrant (municipal government agency, educational institution, or not-for-profit organization with 501(c)(3) status). If the subgrant proposal is successful, it is the Project Sponsor who will be offered funding. The Project Sponsor also has the ultimate legal and financial responsibility for the project.
3. The Federal Employer's Identification Number. This is required as part of District and Federal auditing and income tax regulations.
4. Congressional District in which the project is located (D.C. only has one district). Additionally, indicate the Ward(s) within the District that will be affected by the project.
5. The name of the Project Coordinator as the individual designated by the Project Sponsor to administer the project. (See Part I, Section C, and submit the resume of this person.)
6. The name of the Principal Investigator as the professional responsible for ensuring that the final product meets all applicable District and Federal standards. (See Part I, Section C). If a member of the Project Sponsor's staff is to be the Principal Investigator, please submit a current resume. If the Principal Investigator is not a current employee of the Project Sponsor, but will be hired later if the subgrant application is funded, insert "To Be Selected" in this space. Additional information on selecting professionals can be found in Part II, Section E (6).
7. Indicate the amount of Federal funding requested, the matching share being provided, and the total project cost on the appropriate lines. These figures must be consistent with those contained on the subsequent Project Budget and Matching Share pages of the application.

8. Indicate the proposed schedule for the project. All work for the project must be completed no later than August 31, 2005 without exception. Please note that a COMPLETE DRAFT of any subgrant products (National Register nomination, archaeological report, feasibility study, brochure, etc.) will be due sixty (60) days in advance of the project end date. This allows the HPO the required thirty (30) day review period, and provides thirty (30) days for the project personnel to address any revisions necessary for the final product.
9. Supply the information specifically requested in lines A through C. All grant projects must produce recognizable (and preferably tangible) products that are commensurate with the funds to be expended. Contact the HPO if there is any confusion regarding this item.

B. Grant Application Checklist

After completing all parts of the grant application, refer to the Grant Application Checklist (attached) for instructions on how to assemble the application, and how many copies are required for submittal.

C. Project Description

Applicants must supply a narrative project description typed (12 point font), on a separate sheet of paper. The narrative should not be longer than 1 page and:

1. Provide a detailed description of the project, including the reasons for undertaking the project.
2. State the project goals and methodology, and indicates how the project will benefit the District and/or the local community. All archaeological projects must adhere to the standards and requirements contained in the *Secretary of the Interior's Standards and Guidelines for Identification, Evaluation, and Archaeological Documentation*, and *Guidelines for Archaeological Investigations in the District of Columbia*. Please contact the District's Archaeologist, located in the Historic Preservation Office, to obtain a copy of the District standards.
3. List and describes the products that will result from the project (e.g., county or regional survey, National Register nomination, historic context study, public education program etc.).
4. Outline a proposed time frame for the project that includes both starting and ending dates, as well as a breakdown of any "phases" or major parts of the project.

D. Project Schedule

The project schedule must provide a clear breakdown of deadlines for each task related to the project. Project start dates should not be prior to April 1, 2004 and project ends dates may not be later than August 31, 2005 without exception. Please also remember that a draft of the grant product will be due sixty (60) days in advance of the project end date to allow the HPO a thirty (30) day review period, and also allow the Project Coordinator/Principal Investigator thirty (30) days to make any necessary changes or revisions.

E. Project Budget

Complete Project Budget form. Be sure to account for the total cost of the proposed project, not just the Federal share. Please complete each line, and insert "0" when the budget contains no costs for that particular line-item. If subgrant funding is offered, reimbursements may only be made for costs incurred in the line-items that include these original budget figures. The budget must be broken down as follows:

1. Personnel. This category refers only to persons on the regular payroll of the sponsoring organization. Persons employed on a contractual basis for the sole purpose of working on the grant-assisted project are accounted for in the "Contractual" line-item in the Budget.
2. Fringe Benefits. Fringe benefits for paid personnel are an allowable cost. To facilitate the budget process, fringe benefit expenses are often expressed as a percentage of the "Personnel" cost.

3. Volunteer Personnel. This category refers to persons who donate their time towards the completion of the grant-assisted project. Volunteers must be valued at minimum wage unless the services being provided are professional services done by a qualified professional from that field (such as a qualified architect volunteering time to do architectural drawings). While volunteer time can make up the entire matching share amount, it cannot exceed that amount.
 4. Travel. Travel expenses may not exceed the current Federal government rate which can be found on the General Services Administration website (www.gsa.gov). Travel outside of the District of Columbia must be justified.
 5. Supplies. Only those items necessary for the completion of the project may be purchased. Documentation for each purchase (in the form of invoices and canceled checks or similar documents) will be required in order to receive reimbursement. Note that any single item costing more than \$300 is considered to be equipment, and not a supply item. Historic preservation grant funds cannot be used to purchase equipment without advance written permission from the HPO.
 6. Contractual. This category refers to the cost of professionals engaged to work on the project on a contractual basis. Federal regulations require an open selection process in the hiring of all consultants and contractors connected with a federally-funded project. The grant recipient must either advertise the position or distribute a request for proposals to a reasonable number of qualified individuals and/or firms, and must receive back at least three bona fide written bids ("No bid" replies do not count as bids). After the open selection process, the HPO must approve of the selected consultant or contractor before the subgrant recipient may enter into the contract. . No person employed as a consultant (or volunteering their professional services) may be paid or valued at more than 120% of a federal employee, GS-15, step 10 salary. As of January 2003, this works out to \$74. When hiring consultants or contractors for a grant project, the subgrantee must also provide evidence that:
 - The fee is appropriate considering the qualifications of the consultant/contractor, the fees which the consultant/contractor ordinarily charges, and the nature of the services to be provided; and,
 - That no consultant/contractor equally experienced and qualified is available for a lesser amount.
- The HPO reserves the right to reject consultants and contractors selected by subgrant recipient to work on grant projects. Consultants who have failed to perform adequately on past preservation projects will not be approved. The subgrant applicant is warned not to make any commitments to any parties prematurely, as this could make the applicant ineligible for funding. Additional information on contracting with consultants may be found in the HPO *Grants Manual*, which will be supplied to grant recipients.
7. Other. Costs that do not fall into any of the above categories should be entered on this line. Examples of items often accounted for here include printing and publishing expenses. Please indicate the nature of any expenses listed in this category.

Ineligible costs: Some costs are ineligible for HPF funding. Please contact the HPO Grants Manager if you have a question regarding the eligibility of a cost item. Some common ineligible costs are:

- Food (except as included in per diem costs)
- Alcohol
- Entertainment
- Fundraising and investment costs
- Government employee salaries and expenses that are the responsibility of the State or local government
- Indirect costs - only direct project costs are allowable --indirect costs are NOT allowable expenses under this program. The HPO Staff will automatically eliminate indirect costs from project budgets whenever they appear. This may severely alter a proposed project's budget, and may jeopardize its ability to be properly executed should subgrant funding be awarded. The subgrant recipient must also keep accurate records of all expenditures. These records must be able to satisfy the requirements of a Federal, single or limited-scope audit.

F. Matching Share

The matching share is the amount of funding that the Project Sponsor is responsible for providing "up-front," equal to 40% of the total project cost. At least 50% of the matching share must be in the form of a cash match. Please indicate the source of all matching share. If elements of the matching share are being provided by entities other than the sponsoring organization, copies of letters from those entities showing a firm and binding commitment to provide the promised donation must be attached. The "Certification of Matching Share" must be signed by the person legally authorized to commit the sponsoring organization and its funds.

There are three categories of Matching Share

1. Cash. Cash match must total at least 50% of matching share. When subgrant recipients use their own funds to purchase goods or services specifically for the project (i.e., goods or services that recipients would not otherwise be purchasing as part of their own on-going programs), or when a third party donates cash to the subgrant recipient for the same purpose, it is considered to be a cash donation. This would include situations when subgrant recipients use their own funds to hire a temporary employee or a consultant solely and specifically to work on the subgrant project, where they use their own funds to purchase supplies for use on the project that are not ordinarily stocked in their own supply room, or where they receive cash from a third party to help them do either of the preceding activities.
2. In-Kind Services and Goods. When subgrant recipients arrange to perform some or all of the project work by using their existing staff and by drawing supplies from their own supply room, or when a third party draws on its own existing staff and supplies to assist the project, it is considered to be an in-kind donation.
3. Volunteer Services. When the subgrant recipient arranges to have individuals perform work on the project without any remuneration, it is considered to be a volunteer services donation. Establishing the value of volunteer services can be difficult. If the volunteer is normally a paid professional in a given field, and he/she is providing free services in that same field, then it is usually permissible to value the volunteer's at their regular hourly rate of pay. However, such an arrangement must be approved in advance by the HPO. Ordinarily however, volunteer services are valued at minimum wage. Accurate time sheets must be kept to document the amount of volunteer services performed.

G. Signed Federal Forms

The (a) *Assurances Non-Construction Programs*, (b) *Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion*, and (c) *Assurance of Compliance Part V, Civil Rights Act of 1964* must be signed by the person who is legally authorized to commit the applicant organization. Review these statements carefully before signing them, and contact the HPO if any questions arise. Executive Order 12549 (as given in 43 CFR Part 12, Section 12.510) states that entities debarred or suspended from participation in transactions with any Federal department or agency are likewise debarred from transactions with other Federal departments or agencies. Because Federal historic preservation grant funds are passed on to subgrant recipients through the SHPO, subgrant applicants must sign and return the *Certification Regarding Debarment*, to insure that they do not involve parties who are debarred in this proposed project. To determine whether an organization or entity has been debarred or suspended, contact the HPO, or the General Services Administration. A subgrant application cannot be considered for funding unless ALL of these documents have been executed and submitted.

H. Letters of Support

The HPO strongly encourages subgrant applicants to supply letters of support from local elected officials, historical societies, community groups, business people, or other interested parties in order to demonstrate broad-based popular support for the proposed project. Letters of support must be drafted and dated so as to demonstrate that they concern a current and specific grant proposal. Letters of support must be attached to the subgrant application. Do not have letters of support mailed directly to the HPO.

I. Resumes

Please submit a resume for the person who will act as Project Coordinator. If the subgrant-assisted project will include a Principal Investigator who is already a member of the Project Sponsor's staff, please include a copy of this person's current resume with the project application as well. If no Principal Investigator will be used, or if a consultant will be hired later to serve as the Principal Investigator, it is not necessary to submit a resume for this position.

J. Submitting the Application

One original and four copies of each application for 2004 HPF subgrant assistance must be submitted to the HPO office not later than 3:00 p.m. on October 17, 2003. Once the application is submitted to the HPO, the Grants Staff will log in the application and will verify that all of the required component parts are included. If any of the required parts of the grant application packet are missing, incomplete, or insufficient, the HPO Staff will notify the applicant immediately. The applicant will then have seven (7) days to submit any missing or incomplete parts. Applications that remain incomplete at the time of Staff Review will have their scores reduced accordingly, or may be rejected altogether.

K. Scoring of Project Applications

At the end of this package is a sheet identifying the priorities and points scoring system used to rank the applications. Applications scoring highest will be first to receive subgrant funding. If you have any questions regarding this scoring system, please contact the HPO.

Grant Application Checklist

Please submit this completed checklist with the grant application. For proper staff consideration, the grant application **MUST** include the following parts, forms, and documentation:

- _____ Proposal Cover Sheet
- _____ Grant Application Checklist
- _____ Project Narrative
- _____ Project Schedule
- _____ Project Budget and Breakdown
- _____ Signed Matching Share with Documentation and/or Letters of Commitment
- _____ Signed Federal Forms (3 total):
 - Assurances – Non Construction Projects
 - Certification Regarding Debarment, Suspension
 - Assurance of Compliance, Title IV, Civil Rights Act of 1964
- _____ Letters of Support
- _____ Resumes of Project Coordinator (and Principal Investigator if appropriate)

Instructions for assembling the grant application:

- A. Assemble these documents in the order given on the checklist. Make four (4) photocopies of the proposal packet. Applicants are strongly encouraged to make an additional copy of all documents to retain for their records.
- B. Keep all of the original documents in one application packet and clearly mark each form as "Original".
- C. Submit the five (5) sets of the grant application to the HPO prior to 3:00 p.m. on October 17, 2003. Applications **MUST** be received in the HPO office prior to this deadline. This is not a postmark deadline; late applications will not be accepted. Applicants are encouraged to submit their applications early or by express mail.

The HPO will log-in each application, and will notify the applicant if any of the required parts of the grant application are missing, incomplete, or insufficient. The applicant will then have seven (7) days to submit any missing or incomplete forms or materials. Applications that remain incomplete at the time of review will have their scores reduced accordingly, or may be rejected altogether.

**HISTORIC PRESERVATION FUND
ARCHITECTURAL AND HISTORICAL PROJECT PROPOSAL
PROJECT COVER SHEET**

Application for Federal Historic Preservation Funds Fiscal Year 2004

Administered by the District of Columbia Historic Preservation Office located at 801 North Capitol Street, NE, Suite 3000, Washington, DC 20002. Phone (202) 442-8800.

Project Title: _____

Project Sponsor: _____

Address: _____

Daytime Phone: _____ FAX: _____ Email: _____

Federal Employer's Identification _____

Type of Organization Nonprofit [☐] Educational Inst. [☐] Government Agency [☐] Individual [☐]

Project Coordinator Info.

Project Coordinator's Name: _____

Address: _____

Daytime Phone: _____ FAX: _____ Email: _____

Principal Investigator Info.

Principal Investigator' Name: _____

Address: _____

Daytime Phone: _____ FAX: _____ Email: _____

Project Budget Breakdown: Round each figure down to the nearest whole dollar. At least 40% of total budget must be supplied as Non-Federal Match. At least 50% of matching funds must be in the form of a cash match.

a. Total Project Cost: \$ _____

b. Amount of Federal Funding Requested: \$ _____

c. Amount of Non-Federal Match: \$ _____ (Cash) \$ _____ (In-Kind Donation)

Proposed Project Schedule:

Beginning Date (**must** not be before 4/01/04): _____

Ending Date (**cannot** be later than 8/31/05): _____

Supply the information requested below (as appropriate) regarding the products to be created by this project.

a. For Archaeological Survey Projects:

Has formal written landowner permission been secured?

Yes []

No []

If yes, please include copies of written permission letters or permission forms in this proposal. If no, be advised that the HPO reserves the right to reject grant proposals not accompanied by landowner permission

Estimated number of square miles in the survey area: _____

Estimated number of hectares surveyed at the reconnaissance level: _____

“Reconnaissance survey” activities include: visual surface survey, auguring, coring, and shovel probing to discover site evidence at or near the ground surface (1 hectare = 2.5 acres = .004 square miles):

Estimated number of hectares to be surveyed at the intensive level: _____

“Intensive survey” activities include: controlled surface or shallow subsurface investigations on known sites or deeper subsurface investigations in areas where deeply buried sites may occur. This includes methods such as: grid collection or sampling; detailed mapping; piece-plotting; systematic probing, coring, or auguring; use of remote sensing techniques; and deeper subsurface sampling (including use of heavy machinery) to discover buried sites.

Estimated number of hectares in the investigation/excavation area: _____

This includes test excavations and mitigation projects, systematic excavation by hand of portions or all of a site, and machine excavation techniques. (Note: for projects that include both survey and testing, this number should be included in the number of “hectares surveyed at the intensive level” above.)

Estimated **total number** of sites to be determined on District survey forms: _____

Estimated number of these sites that will be **newly added** to the District inventory:

b. For National Register Nomination Projects:

Estimated number of properties to be listed in the National Register: _____

(Count each contributing building within a district counts as one. Please include a sketch map showing the proposed district boundaries as part of the Project Description.)

c. Other products that will result from this project (please list below):

This application prepared and submitted by:

Name/Title: _____

Address: _____

Daytime Phone: _____ FAX: _____ E-mail: _____

Signature: _____ Date: _____

HISTORIC PRESERVATION FUND PROJECT BUDGET

Please indicate the proposed budget for the project. The figures on this page, when totaled, should equal the Total Project Cost given on the Proposal Cover Sheet. See page 8 of this application package for category specific guidelines.

A detailed breakdown of cost estimates or "Budget Justification" for the individual categories must be attached to this form on a separate sheet of paper.

COST CATEGORY	HPF FUNDS REQUESTED (Round each total amount down to the nearest \$)	NON-FEDERAL MATCHING SHARE SUPPLIED
Personnel: Includes only persons on the direct payroll of the sponsoring organization. No person employed as a consultant may be paid/valued at more than \$74/hour.	\$	\$
Fringe Benefits: Fringe benefits for personnel are allowable	\$	\$
Volunteer Personnel: Volunteer time should be valued at minimum wage unless approved by the HPO in advance.	\$	\$
Travel: Mileage should be rated at the current Federal Government rate. Current rates available at www.gsa.gov .	\$	\$
Supplies/Materials: Items costing more than \$300 are considered equipment and should be identified and listed under "other".	\$	\$
Construction Fees: Predevelopment work only such as architectural drawings, engineering studies, etc.	\$	\$
Contractual Fees: Qualified professionals contracted to work on this project.	\$	\$
Other (a)	\$	\$
Other (b)	\$	\$
Total HPF \$ Requested (Must match amount recorded on cover sheet) (HPF % of total project costs go in second column)	\$	%
Non-Federal Matching Share Provided (Must match amount recorded on cover sheet) (Match % of total project costs go in second column)	\$	%
Total Project Budget (Must match amount recorded on cover sheet)	\$	

BUDGET JUSTIFICATION PAGE
A BREAKDOWN OF INDIVIDUAL COSTS FOR EACH BUDGET CATEGORY

Each personnel, contractual and volunteer position must include a position title, hourly rate of pay and total number of hours of work estimated for the project. Each item must clearly indicated whether it is being covered by HPF funds or matching funds. Attach pages if necessary. See example below:

Item	Federal Share Requested	Matching-Share Provided		Total Budgeted Cost
		Cash	Non-Cash	
Personnel:				
Project Coordinator (\$30/hr x 10 hrs)	\$150	\$150		\$300
Principal Investigator (\$40/hr x 50 hrs)	\$1000	\$1000		\$2,000
Subtotal				\$2,300
Supplies:				
Photographic supplies (film, tripod)	\$400	\$100		\$500
Subtotal				\$500
Travel:				
50 miles x .36 cents/mile		\$18.00		\$18.00
Subtotal				\$7.20
Total	\$1550.00	\$1,268.00	\$0	\$2818.00
Percentage Totals	55%	45%	0%	100%

MATCHING SHARE COMMITMENT
(Make copies of this form as needed for each in-kind donor.)

CASH:

Donor: _____

Source _____

Total Cash Amount: \$ _____

NON-CASH IN-KIND SERVICES:

Donor: _____

Source _____

Total In-Kind Services Amount: \$ _____

NON-CASH VOLUNTEER SERVICES:

Donor: _____

Source: _____

Total Volunteer Services Amount: \$ _____

TOTAL MATCHING SHARE: \$ _____

Note: This amount should equal that given for the Matching Amount Share on the Proposal Cover Sheet.

CERTIFICATION OF MATCHING SHARE

I certify that the matching share funds/goods/services identified above are available, and that they will be allocated only to the grant-assisted project described in this application and titled:

Project Title

Name and Title of Authorized Representative

Signature

Date

Applicant must submit appropriate documentation of the matching share (copies of bank statements, letters of commitment etc.) to this form. Please note that proposals submitted without documentation WILL NOT receive full credit for the matching share under the grant evaluation criteria.

ASSURANCES – NON-CONSTRUCTION PROGRAMS

Note: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. " 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. " 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. ' 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. " 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) " 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. ' 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made, and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply with the provisions of the Hatch Act (5 U.S.C. " 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. " 276a to 276a-7), the Copeland Act (40 U.S.C. ' 276c and 18 U.S.C. ' 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. " 327-333), regarding labor standards for federally assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in

accordance with EO 11988, (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. " 1451 et seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. ' 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).

12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. " 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), E.O. 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).

14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.

15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.

16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. " 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.

17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984.

18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE	
APPLICANT ORGANIZATION		DATE SUBMITTED

U.S. Department of the Interior

**Certifications Regarding Debarment, Suspension and
Other Responsibility Matters, Drug-Free Workplace
Requirements and Lobbying**

Persons signing this form should refer to the regulations referenced below for complete instructions

Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Primary Covered Transactions - The prospective primary participant further agrees by submitting this proposal that it will include the clause titled, "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions. See below for language to be used or use this form for certification and sign. (See Appendix A of Subpart D of 43 CFR Part 12.)

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion- Lower Tier Covered Transactions - (See Appendix B of Subpart D of 43 CFR Part 12.)

Certification Regarding Drug-Free Workplace Requirements - Alternate I. (Grantees Other Than Individuals) and Alternate II. (Grantees Who are Individuals) - (See Appendix C of Subpart D of 43 CFR Part 12)

Signature on this form provides for compliance with certification requirements under 43 CFR Parts 12 and 18. The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of the Interior determines to award the covered transaction, grant, cooperative agreement or loan.

**PART A: Certification Regarding Debarment, Suspension, and Other Responsibility Matters -
Primary Covered Transactions**

CHECK IF THIS CERTIFICATION IS FOR A PRIMARY COVERED TRANSACTION AND IS APPLICABLE

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by and Federal department or agency;
 - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

**PART B: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -
Lower Tier Covered Transactions**

CHECK IF THIS CERTIFICATION IS FOR A LOWER TIER COVERED TRANSACTION AND IS APPLICABLE.

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

PART C: Certification Regarding Drug-Free Workplace Requirements

*CHECK**IF THIS CERTIFICATION IS FOR AN APPLICANT WHO IS NOT AN INDIVIDUAL.***Alternate I. (Grantees Other Than Individuals)****A. The grantee certifies that it will or continue to provide a drug-free workplace by:**

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an ongoing drug-free awareness program to inform employees about --
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will --
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(d), with respect to any employee who is so convicted --
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check if there are workplaces on file that are not identified here.

PART D: Certification Regarding Drug-Free Workplace Requirements

*CHECK**IF THIS CERTIFICATION IS FOR AN APPLICANT WHO IS AN INDIVIDUAL.***Alternate II. (Grantees Who Are Individuals)**

- (a) The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant;
- (b) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to the grant officer or other designee, unless the Federal agency designates a central point for the receipt of such notices. When notice made to such a central point, it shall include the identification number(s) of each affected grant.

PART E: Certification Regarding Lobbying
Certification for Contracts, Grants, Loans, and Cooperative Agreements

CHECK _____ IF CERTIFICATION IS FOR THE AWARD OF ANY OF THE FOLLOWING AND THE AMOUNT EXCEEDS \$100,000: A FEDERAL GRANT OR COOPERATIVE AGREEMENT; SUBCONTRACT, OR SUBGRANT UNDER THE GRANT OR COOPERATIVE AGREEMENT.

CHECK _____ IF CERTIFICATION IS FOR THE AWARD OF A FEDERAL LOAN EXCEEDING THE AMOUNT OF \$150,000, OR A SUBGRANT OR SUBCONTRACT EXCEEDING \$100,000, UNDER THE LOAN.

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying" in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

As the authorized certifying official, I hereby certify that the above-specified certifications are true.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL

TYPED NAME AND TITLE

DATE

DI-2010
June 1995
(This form replaces DI-1953, DI-1954
DI-1955, DI-1956 and DI-1963)

**U.S. DEPARTMENT OF THE INTERIOR ASSURANCE OF COMPLIANCE
(TITLE. VI, CIVIL RIGHTS ACT OF 1964)**

_____ " hereinafter called "Applicant-Recipient,"
(Name of Applicant-Recipient)

HEREBY AGREES THAT IT will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and all requirements imposed by or pursuant to the Department of the Interior Regulation (43 CFR 17) issued pursuant to that title, to the end that, in accordance with Title VI of that Act and the Regulation, no person in the United States shall, on the ground of race, color, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Applicant-Recipient receives financial assistance from the Department of Natural Resources, and

HEREBY GIVES ASSURANCE THAT IT will immediately take any measures to effectuate this agreement if any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Applicant-Recipient by the Department of Natural Resources.

This assurance obligates the Applicant-Recipient, or in the case of any transfer of such property, any transferee for the period during which the real property or structure is used for a purpose involving the provision of similar services or benefits. If any personal property is so provided, this assurance obligates the Applicant-Recipient for the period during which it retains-ownership or possession of the property. In all other cases, this assurance obligates the Applicant-Recipient for the period during which the Federal financial assistance is extended to it by the Department of Natural Resources.

THIS ASSURANCE IS GIVEN in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property discounts or other Federal financial assistance extended after the date hereof to the Applicant-Recipient by the bureau or office, including installment payments after such date on account of arrangements for Federal financial assistance which were approved before such date. The Applicant-Recipient recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in this assurance, and that the United States shall reserve the right to seek judicial enforcement of this assurance. This assurance is binding on the Applicant- Recipient, its successors, transferees, and assignees, and the person or persons whose signature appears below are authorized to sign this assurance on behalf of the Applicant-Recipient.

Name of Applicant/Project Sponsor

Name and Title of Authorized Representative

Signature

Date

36 CFR PART 61
Section 61.5 --Professional Qualifications

In the following definitions, a year of full-time professional experience need not consist of a continuous year of full-time work, but may be made up of discontinuous periods of full-time or part-time work adding up to the equivalent of a year of full-time experience.

A. History

The minimum professional qualifications in history are a graduate degree in history or a closely related field; or a bachelor's degree in history or a closely related field plus one of the following:

1. At least two years of full-time experience in research, writing, teaching, interpretation, or other demonstrable professional activity with an academic institution, historical organization or agency, museum, or other professional institution; **or**
2. Substantial contribution to the body of scholarly knowledge in the field of history through research and publication.

B. Archaeology

The minimum professional qualifications in archaeology are a graduate degree in archaeology, anthropology, or a closely related field, plus:

1. At least one year of full-time professional experience or equivalent specialized training in archaeological research, administration, or management; **and**
2. At least four months of supervised field and analytic experience in general North American archaeology; **and**
3. Demonstrated ability to carry research to completion.

In addition to these minimum qualifications, a professional in prehistoric archaeology shall have at least one year of full-time professional experience at a supervisory level in the study of archaeological resources of the prehistoric period. A professional in historic archaeology shall have at least one year of full-time professional experience at a supervisory level in the study of archaeological resources of the historic period.

C. Architectural History

The minimum professional qualifications in architectural history are a graduate degree in architectural history, art history, historic preservation, or closely related field, with course work in American architectural history; **or** a bachelor's degree in architectural history with a concentration in American architecture; **or** a bachelor's degree in architectural history, art history, historic preservation, or a closely related field **plus** one of the following:

1. At least two years of full-time experience in research, writing, or teaching in American architectural history or restoration architecture with an academic institution, historical organization or agency, museum, or other professional institution; or

2. Substantial contribution to the body of scholarly knowledge in the field of American architectural history through research and publication.

D. Architecture

The minimum professional qualifications in architecture are a professional degree in architecture **plus** at least two years of full-time professional experience in architecture; **or** a State license to practice architecture.

E. Historical Architecture

The minimum professional qualifications in historical architecture are a professional degree in architecture; **or** a State license to practice architecture plus one of the following:

1. At least one year of graduate study in architectural preservation, American architectural history , preservation planning, or a closely related field **and** at least one year of full-time professional experience on preservation and restoration projects; **or**
2. At least two years of full-time professional experience on preservation and restoration projects.

Experience on preservation and restoration projects shall include detailed investigations of historic structures, preparation of historic structures research reports, and preparation of plans and specifications for preservation projects.

Scoring Criteria for Review Historic Preservation Fund Subgrant Applications

APPENDIX B

Threshold Questions: If the reviewers answer “yes” to any of the questions below, the proposal can be determined ineligible for grant funding without further review.

Is the applicant delinquent in completing any previous subgrant projects?	Yes []	No []
Has the applicant proven to be unable to complete past subgrant projects on-time or to handle HPF grant funds competently?	Yes []	No []
Is the project being applied for not legal under HPF grant regulations or not in-line with the goals of the Historic Preservation Office?	Yes []	No []
Is the application incomplete?	Yes []	No []

The following questions will receive a rating between 0 and 3. Funding will be awarded based on score, distribution of project type and distribution of project location.

**Max
Score:**

Priority will be given to:

3 pts	Project responds to specific Fiscal Year HPO objectives identified in the Request for Proposal.
3 pts	Project has a clear and measurable goal that will result in the creation of valuable product(s) for the District.
3 pts	Project sponsor (applicant organization) and/or Project Coordinator have demonstrated their ability to handle the grant successfully through resumes, references or past work with the HPO.
3 pts	Project has realistic and reasonable schedule.
3 pts	Project has realistic and reasonable budget. (In reviewing competing applications, the applicant offering the best value, not necessarily the lowest bid, will be ranked highest in this category.)
3 pts	Project description is clear, complete and clearly corresponds to the schedule and budget.
3 pts	Project sponsors can show evidence of broad-based community support through attached letters from relevant community groups, Advisory Neighborhood Commissions (ANC), and/or other organizations endorsing the proposed project.
3 pts	Project applicant has all of the required matching share on-hand or committed and documented.
3 pts	Project is a subsequent phase of a project already started through the HPF grant program.
3 pts	<u>Project as described is exceptional or of immediate importance to the HPO or the District.</u>

30 Points Possible

***2 pt Bonus** Applicant attended the HPF Grant Workshop held by HPO (Contact HPO Grants Specialist for date, location and time.)